

CYNGOR TREF TREFDRAETH  **NEWPORT TOWN COUNCIL**

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COFNODION AM CYFARFOD A GYNHALIWDYD ar 26^{ain} Chwefror 2018 am 7.30yh
MINUTES FOR THE MEETING HELD on 26th February 2018 at 7.30pm

Pobol yn presennol: Cllr. John Griffiths (Vice Chair) Cllr. Jon Letten
Persons Present: Cllr Paul Harries Cllr. Ros Cleal
 Cllr. Bryce Barrett Miss L Evans (Town Clerk)
 Cllr. Barbara Young

Ymwelwyr / Visitors 2 Members of public (MOP)
Ymddiheuriadau wrth: Cllr. Daron Paish Cllr. Elaine Lloyd
Apologies received from: Cllr. Mike Phillips (Chair)

Rhif No.	Eitem Item	Gweit' Action
1.	Datganiad o diddordeb / Declarations of Interest	
1.1	Cllr. Harries declared a personal and prejudicial interest in all planning matters as he is a member of the National Park planning committee. As a County Councillor he has a personal interest in negotiations regarding Parrog Yard and a personal interest in TIC items as a member of the National Park.	
1.2	As the Chair was not present, Vice Chair Cllr. Griffiths decided that agenda item 4 be moved to the top of the agenda as it involved 2 Link Officers from PCC.	
2.	Swyddogion Cyswllt CSB / PCC Link Officer's	
2.1	Sarah Oliver and Hubert Mathias were introduced to the meeting. An email received by Sarah Oliver with a link to access reports cannot be opened. Sarah will check the link. Sarah reported that she had spoken to Sinead Henehan at PCC and that options were discussed at the Scrutiny meeting on 16 th February. Approximately 1 million pound will be generated from 2 nd home tax. 75% to be allocated to communities. Approx £38k will be available for Newport to apply for. Applicants can apply for up to 80% of project cost, other 20% must be match funded in money or in kind. Grant application decisions would be made on a monthly basis. There is a Cabinet meeting on 18 th March where the final decision will be made. PCC will hold advisory sessions after 1 st April. Cllr. Harries advised that the figure stated by PCC to be available to communities is an indicative figure. As stated by PCC, 'Indicative allocation per community of £750,000 based upon Second Homes in Community as 1% of total Second Homes in Pembrokeshire'. How is PCC going to eventually calculate the figures?	

There are 3 options for the Cabinet to decide upon:

1. Regions (Newport bundled in with other towns such as Crymych)
2. No Boundaries (everyone can bid for the money)
3. Money to be spent in area that it came from.

The Link Officers may come to the next NTC meeting if they have further information to report on.

Cllr. Harries advised that the Link Officers can help on other issues/questions NTC may have. If Councillors have any queries to direct them to the Chair and Clerk. Clerk to send Councillors the previous queries for the Link Officers.

Clerk

Cllr. Griffiths thanked the Link Officers for attending.

3. **Cofnodion o'r cyfarfod a gynhaliwyd ar 29^{ain} Ionawr 2018**
Minutes of the meeting held on 29th January 2018

3.1 The minutes were agreed as correct, proposed by Cllr. Harries, seconded by Cllr. Letten. All agreed.

4. **Materion yn Codi / Matters arising**

4.1 Item 1.3 re getting someone to write bids for NTC. Once further information is known about the 2nd home tax grant, Councillors need to get together and think of projects. Cllr. Barrett advised that a person has offered his services for free to help write bids.

Action plans have been written by NTC and the Forum that have a solid base to start working from but they do need reviewing.

4.2 Item 4.7 re sheltered housing in Maes Ingli. Cllr. Harries declared an interest and informed everyone that the Post Office has taken down some games for the residents. The Clerk to post on Facebook about items that are needs for the sheltered accommodation. Cllr. Williams to put it on the website and go and have a look at the garden.

Clerk

JW

Cllr. Barrett advised that he has spare light bulbs that can be donated. Tuesday and Thursday morning are a good time to go to Maes Ingli.

4.3 Item 4.8 re Poachers path. This is ongoing.

4.4 Item 6.1 re street market. Jim Austin is going away for 6 weeks; he has someone to cover him. Cllr. Paish to report on this.

DP

4.5 Item 13.1 re Clerk providing documents in 'folders'. The Clerk sent all document for this meeting in a zip folder which has received mixed reactions. This to be discussed at the website meeting on 6th March.

5. **Adroddiad y Cadeirydd / Chairman's Report**

5.1 No Chairman's report.

Adroddiad y Pwyllgor / Committee Reports

6. **Pwyllgor Cynllunio / Planning Committee**

6.1 There were 6 Councillor present at last meeting.

7. **Marchnad Stryd / Street Market**

7.1 Discussed previously in item 3.4.

8.	Iard y Parrog / Parrog Yard	
8.1	There is one trailer and one car left in Parrog Yard. Trailer belongs to Cllr. Paish, it holds the market stalls, Clerk to ask Cllr. Paish to remove it.	Clerk
	One car still parked there, Clerk to check who owns this.	Clerk
	Cllrs. Griffiths and Phillips met Andrew from WWHA. They are not going to empty the shed, so NTC need to sort this out. There are chairs, tables, Christmas lights, sheds and rubbish in there.	
	Cllr. Harries will contact Cllr. Paish to use the trailer to dispose of the rubbish. If this can't be done, Clerk will contact Greenacres for a skip.	
	Cllr. Griffiths to let WWHA know that a week is needed to remove everything from the shed.	JG
	Cllrs. Barrett and Young are interested in the sheds. There has been no interest from the public to buy them. Councillors to decide who buys the sheds.	BB BY
	Neil Wilmott will be removing the Christmas lights.	
9.	Mynwent Brynhyfryd / Brynhyfryd Cemetery	
9.1	The draft procedure for purchasing a grave is ongoing.	
9.2	Bee Friendly Scheme is ongoing.	
10.	Gwefan / Web Site	
10.1	There is a meeting on 6 th March.	
	Invoice received from Kestrel web solution, £120 for one year hosting. Clerk to ask if it can be renewed for 6 months.	Clerk
	Cllr. Harries advised that playing field agendas and minutes are missing from the website, Clerk and Cllr. Williams to look into this.	Clerk JW
	The Chess telephone agreement was verbal and unclear. Cllr. Williams suggested contacting the Ombudsman Services.	
11.	Uned 3 / Unit 3	
11.1	Hoover rota is ongoing.	Clerk
11.2	Good Energy Tariff renewal. Cllr. Griffiths proposed renewing the tariff, Cllr. Letten seconded, all agreed.	Clerk
12.	Taflen RAG / RAG sheet.	
12.1	The RAG sheet was discussed and updated.	
13.	Canolfan Ymweld Trefdraeth / Newport Visitors Centre	
13.1	Cllr. Williams recapped quickly what was discussed at the Extraordinary meeting on 23 rd February. A few minor amendments were made to the business plan which Gareth Kiddie has rectified. The documents have now been delivered to PCNPA. Cllr. Williams to email the final documents to the Clerk.	
	Cllr. Griffiths asked whether the documents should be made public. All in favour if PCNPA authorise it. Cllr. Williams suggested leaving it a week before contacting PCNPA about this. The document will be passed around different departments, looking at the matrix and	JW

awarding points. Any amendments to the plan can be discussed again in the future, if NTC are successful with their bid.

Cllr. Harries stated that the survey regarding the TIC should not have been circulated in the Town Council's name without the full Town Council agreeing to it.

Cllr. Williams advised that the working group was set up to make certain decisions and that the survey was agreed by the Chair.

NTC to ask PCNPA after 1st March for permission to publicise the documents.

13.2 Vote on whether to allow NVCAG to join Newport Town Council Community Asset Transfer working group

Cllr. Griffiths asked whether NTC need to decide now whether to include NVCAG in the working group?

Cllr. Barrett agreed that there is no need for the working party until a decision is made, and then the action group should be involved. The community need to come together.

Cllr. Letten agreed with Cllr. Barrett and that there are a number of groups in Newport that should be kept in mind.

Cllr. Cleal advised that there should be a limited number of members in the working group.

Cllr. Harries advised that the word 'vote' should have been 'discussed'.

Cllr. Cleal proposed that the vote is deferred, Cllr. Williams seconded, all agreed.

14. **Cyllid / Finance**

Arian a dderbyniwyd / Monies received:

Street market deposits	£.....
U3A , Unit 3 rent, Autumn 2017	£97.50
Ann Gent, Parrog Yard parking	£280.00

Cyfrifon i'w talu / Accounts to be paid:

Town Clerk Pay (SO) p.m	£
Dwr Cymru (DD) p.m	£20.50
Unit 3 rental (DD) p.m	£150 (vat £25)
Council Tax (DD) p.m	£145.00
Chess telephone (DD) p.m	£63.66(vat £10.61)
Good energy (DD) p.m	£30.00
Street Market Manager	£0
Alyson Russen, Parrog Yard parking reimbursement	£65.00
David Smith, Parrog Yard parking reimbursement	£53.00
Planning Aid Wales, Cllr. Griffiths training	£35.00
PCC, Streetcare, Renew Street trading (30%)	£237.00
One Voice Wales membership	£231.00

JW

	Tom Harries Tree Services	£200.00	
	PCC, Street Market closure admin fee	£430.00	
14.1	Clerk confirmed that there is £10,621.75 in the Treasurers account and £48,674.77 in the 30 day account.		
14.2	£35 for Planning Aid Wales is written down twice, there is only one payment for this.		
14.2	Cllr. Harries proposed that all finances are paid subject to the amendment above, Cllr. Barrett seconded, all agreed.		
15.	Cyfarfod Tawelu Traffig / Traffic calming meeting		
15.1	Meeting was held on 20 th February. Cllr. Harries read out notes from the previous meeting.		
	It was agreed to ask the Clerk of the Council to contact Mark Emmett (Welsh Government), Hugh Griffin (South Wales Trunk Road Agency), Sgt J Williams (Dyfed Powys Police) and Darren Thomas (Head of Highways PCC) and to also copy Paul Davies AM in.		Clerk
	Individuals to be contacted on certain action points: Mark Emmett re Newport to Llwyngwair shared path, Maeshelyg path, pavements in the town and speed of traffic. Hugh Griffin re Newport to Llwyngwair shared path, Maeshelyg path and speed of traffic. Sgt J Williams re pavements in the town and speed of traffic. Darren Thomas re speed of traffic.		
16.	Agenda a chofnodion yn y Llyfrgell Agenda and minutes in the Library		
16.1	Minutes have historically been put in the Library for years. Clerk to email Jean Coyne the minutes and ask that they are printed off and displayed in the library.		Clerk
17.	Cofnodion cyfarfod Rhyfeddol ar Rhagfyr 28^{ain} Extraordinary meeting minutes for December 28th		
17.1	The minutes were agreed as correct, proposed by Cllr. Harries, seconded by Cllr. Williams. All agreed.		
17.2	No matters arising.		
18.	Archwiliad Blynyddol Grant Thornton Grant Thornton Annual Audit		
18.1	NTC are happy for Jane Jamison to keep doing the bank reconciliation. Clerk to ask Rachel Thompson, internal auditor for a letter of appointment/		Clerk
19.	Polisi ar gyfer meinciau / Policy for benches		
19.1	Cllr. Phillips not present to give update.		
20.	Adroddiad arolygu / Inspection reports		
20.1	Spoken about in the Playing field meeting.		

21.	Parc y Plant	
21.1	Agreed to pay Tomos Harris when the work on the hedge between Llysmeddyg and Parc y Plant has been completed.	
22.	Dogfennau llywodraeth / Governance documents	
22.1	GD01 Attendance Management Point 3.1 re Return to work meeting, a self-certification form is needed. All agreed that the governance document is fine.	
22.2	GD02 Code of conduct. Cllr. Harries to look at this.	
22.3	GD1 Cemetery was not sent to Councillors so cannot be discussed. 2/3 further governance documents to be put on next month's agenda. Clerk to ask OVW how many governance templates they have.	Clerk
23.	Enwau Cymraeg / Welsh names	
23.1	Cllr. Harries has asked Geraint at PCNPA for cost of signs. There are 50 local names that have been forgotten.	
24.	Cyfatebiad / Correspondence	
	Other than below, all correspondence was noted:	
24.1	Emails Information centre, no 1 re response to Landsker Solutions. Clerk to send them the minutes for when the tender decision was made. Finance, no 2 re reimbursement for printing costs. Cllr. Williams proposed that she produce a leaflet with information on each candidate for the upcoming by-election, Cllr. Barrett seconded, all agreed except Cllr. Harries who is against this idea. PCC, no 2 re control of dogs, put on RAG sheet.	Clerk
24.2	Late Correspondence Emails No 1 re new traffic order for Feidr Fach/Lower St Mary Street. No comments on this. No 2 re survey information. Cllr. Williams and Paddy Davies did all the work on collating this information. No 3 re new Welsh language template from OVW, Clerk to save this template.	
24.3	There being no further business the meeting closed at 10pm. The date of the next meeting is	